

Hall of Records
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO. C 283PAGE
NO. 1

1. Requesting Agency

BALTIMORE COUNTY

2. Division or Bureau of Requesting Agency
OFFICE OF FINANCE

GENERAL ACCOUNTING (Hospital Payments)

3. Authorization Requested (Check only one of the squares below).

☒ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☐ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p>OBSOLETE CHRONIC AND MENTAL HOSPITAL FILES (1940-1962) accum., est. 22 cu. ft.</p> <p><u>Patient Case Folders:</u> An 8 1/2" x 11" case folder was prepared for each patient committed, containing forms, or copies of forms, detailing patient resources, decisions on patient reimbursements, relating correspondence, and other forms and correspondence regarding verification of residence, collection follow-up, re-certifications, re-determinations, bed permits, and commitments, etc. All of these items are either obsolete under present procedures, or record copies of them should be kept and scheduled by the County Welfare Department, the State Departments of Health or Mental Hygiene, or the various state institutions where the patients are.</p> <p>The County was responsible for determining the financial responsibility of County residents admitted to State mental and chronic disease hospitals, and for certifying residence, collecting contributions of patients or their responsible relatives. Under legislation enacted in 1958, and effective April 1, 1959 for state mental hospitals and effective January 1, 1962 for State chronic disease hospitals, the investigation of financial responsibility, and the billing and collection of patient costs was assumed by the State Department of Mental Hygiene. The office of Finance now performs commitment procedures only, and pays for the care of County patients at a daily or ann. rate.</p> <p><u>Office Records and Folders:</u> These file folders contain work sheets, monthly billings, reconciliations, and pages from account books kept on patient contributions, correspondence with the institutions, etc. The accum. of these items is beyond all County and State audit requirements.</p>	

7. Agency, Division or Bureau Representative

(County Approvals (BCC 25A-5(b) have been obtained)

For Cont. E. Maine
Signature

Records Management Officer
Title

March 18, 1966

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

4/11/66

Date

Morris E. Black
Archivist

Archivist

2-18-66
Date

Date

Caroline H. H. H.
Secretary

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. C 283

PAGE
NO. 2

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

This recommendation applies only to the accum. of obsolete records, and not to those currently accumulating under present procedures.

RECOMMENDATION: DESTROY ACCUMULATION

2. OBSOLETE BALTIMORE CITY HOSPITALS RECORDS (1949-1958)
accum., est. 8 cu. ft.

This is a file of hospital statements, bills, and books. Prior to 1958, the Office of Finance paid Baltimore City Hospitals for all County residents admitted there for emergency treatment. Individual bills were submitted for each patient, showing the dates of care and type of treatment, and the name and address of the patient. These were summarized on monthly statements submitted by the City on which the County payments were based; miscellaneous correspondence and statements of refunds and credits are included. Hospital bills were posted to books by number, patient's name, date admitted, and amount of bill, with reimbursements and collection credits also posted.

Since 1958, Baltimore City Hospitals has been included as a participant in the State In-Patient Program, and eligible County residents treated there are billed and paid in the same way as for other general hospitals participating in this program. A revised agreement with City Hospitals in 1958 placed responsibility for certifying County residency and emergency status of emergency patients with the County Health Department. The Office of Finance now pays monthly those emergency bills which are approved and submitted for payment by the Health Department, in the same manner as any other disbursement.

The accumulation is beyond established audit periods and of no continuing reference value.

RECOMMENDATION: (Obsolete Office of Finance files only)

DESTROY ACCUMULATION

BALTIMORE
COUNTY, MD.RECORDS RETENTION SCHEDULE
FOR

NO.

C-283

DEPARTMENT
OFFICE OF FINANCE
GENERAL ACCOUNTING--HOSPITAL PAYMENTSRECORD OR FILE OBSOLETE HOSPITAL FILES;
CASE FOLDERS, OFFICE FOLDERS, WORK SHEETSEFFECTIVE DATE
4-19-66

DESCRIPTION

OBSOLETE CHRONIC AND MENTAL HOSPITAL PATIENT FILES: 1940-1962; 22 cu. ft.

Patient Case Folders: An 8 1/2" x 11" case folder was prepared for each patient committed containing forms, or copies of forms, detailing patient resources, decisions on patient reimbursements, relating correspondence, and other forms and correspondence regarding verification of residence, collection follow-up, re-certifications or re-determinations, bed permits and commitments, etc. All of these items are either obsolete under present procedures, or record copies of them should be maintained and scheduled in the County Welfare Department, the State Departments of Health or Mental Hygiene, or the various state institutions where the patients are staying.

Office Records and Folders: These file folders contain work sheets, monthly billings, reconciliations, and pages from account books kept on patient contributions, correspondence with the hospitals, etc.

APPRAISAL AND EVALUATION

Patient Case Folders: Until 1962, the County was responsible for determining the financial responsibility of County residents admitted to State mental hospitals and chronic disease hospitals, and was responsible for certifying County residence, collecting the contributions of patients and relatives for state hospital care. Under legislation enacted in 1958, and effective April 1, 1959 for state mental hospitals and effective January 1, 1962 for State chronic disease hospitals, the investigation of financial responsibility, and the billing and collection of patient costs was assumed by the State Department of Mental Hygiene. The Office of Finance now performs commitment procedures only, and pays for the care of County patients at a daily or annual rate. Papers in case folders relating to financial responsibility are obsolete; other papers in the file are copies of items, the record copy of which should be maintained or scheduled by the County Welfare Department, the State Departments of Health or Mental Hygiene, or the Hospital or insitutions.

Office Records and Folders: The accumulation of these items is all beyond County and State audit requirements.

RETENTION PERIOD

SEE STATE SCHEDULE

This recommendation applies only to the accumulation of obsolete records, and not to those currently accumulating under present procedures.

RECOMMENDATION: DESTROY ACCUMULATION

SPECIAL INSTRUCTIONS

Remove from the file any items of continuing legal, fiscal, or administrative value before disposal.

DATE

March 10, 1966

RECORDS MANAGEMENT OFFICER

Richard E. Martin

DATE

3/16/66

DEPARTMENT HEAD

Walter R. Martin

DATE

3/17/66

COUNTY ADMINISTRATIVE OFFICER

J. H. Hume

BALTIMORE
COUNTY, MD.

RECORDS RETENTION SCHEDULE

FOR

NO.

C-283

DEPARTMENT OFFICE OF FINANCE
GENERAL ACCOUNTING--HOSPITAL PAYMENTS

RECORD OR FILE OBSOLETE HOSPITAL RECORDS:
BALTIMORE CITY HOSPITALS

EFFECTIVE DATE

DESCRIPTION

Various hospital records relating to payment for care of county residents at Baltimore City Hospitals: (total accumulation, est. 8 cu. ft.) 1949 (?) - 1958

Hospital Statements: These are monthly statements submitted by the hospital on which County payments for care were based. Miscellaneous correspondence and statements of refunds and credits are included. The file supports vouchers in payment of these bills and postings to the appropriation expenditure cards.

Hospital bills: These are copies of individual bills for the care of patients for whom Baltimore County guarantees payment, showing the dates of care and type of service, and name and address of patients.

Hospital Books: Hospital bills were posted to these books by number, patient's name, date admitted, and amount of bill. Reimbursement and collection credits are posted.

APPRAISAL AND EVALUATION

BALTIMORE CITY HOSPITAL RECORDS: Prior to 1958, the Office of Finance paid Baltimore City Hospitals for all County residents admitted there for emergency treatment, and was responsible for collecting from the patients such amounts due as were not paid by them or covered by insurance. Since 1958, Baltimore City Hospitals has been included as a participant in the State in-patient program, and eligible County residents treated there are billed and paid in the same way as for other general hospitals participating in the in-patient program. A revised agreement with Baltimore City Hospitals in 1958 placed responsibility for certifying county residency and emergency status of treatment with the County Health Department. The Office of Finance now pays monthly those emergency bills which are approved and submitted for payment by the Health Department, in same manner as any other disbursement. The Health Department retains the copies of the hospital invoices. The hospital files a hospital lien for all unpaid amounts, and remits collections or credits from insurance, legal action, or patient payments to the Health Department.

RETENTION PERIOD

SEE STATE SCHEDULE

RECOMMENDATION: (This recommendation refers only to those accumulations resulting from Office of Finance responsibility for payment and collections; currently accumulating invoices and statements will be scheduled with Health Department records.)

DESTROY ACCUMULATION

SPECIAL INSTRUCTIONS

DATE

RECORDS MANAGEMENT OFFICER

DATE

DEPARTMENT HEAD

DATE

COUNTY ADMINISTRATIVE OFFICER

3/16/66

Richard F. Miller

3/16/66

Walter R. Richardson

3/17/66

J. Humes